

COUNCIL OF THE CITY OF SEAT PLEASANT, MARYLAND

RESOLUTION NO. R-19-03

Introduced by	City Council
Date Introduced	September 10, 2018
Date Adopted	September 10, 2018
Date Effective	September 10, 2018

A RESOLUTION

OF THE COUNCIL OF THE CITY OF SEAT PLEASANT APPROVING POSITION DESCRIPTIONS FOR POSITIONS WITHIN THE FOLLOWING DEPARTMENTS OF THE CITY OF SEAT PLEASANT: FINANCE, PUBLIC ENGAGEMENT, AND ECONOMIC DEVELOPMENT.

WHEREAS, the Council of the City of Seat Pleasant (hereinafter, the “City”) is a municipal corporation in the State of Maryland, organized and operating under a Charter in accordance with Article X1E of the Constitution of Maryland; and

WHEREAS, pursuant to The Code of the City of Seat Pleasant, Chapter 31 “Personnel Policies,” § 31-4 “Responsibilities of chief executive officer,” the Chief Executive Officer of the City is responsible for making recommendations to the City Council regarding the classification of positions, the administration of the classification system and the rates of compensation; and

WHEREAS, pursuant to The Code of the City of Seat Pleasant, Chapter 31 “Personnel Policies,” § 31-5 “Responsibilities of City Council,” the Council is required to, by resolution, approve, establish or modify all positions; and

WHEREAS, the City Council and Chief Operating Officer have reviewed all the position descriptions and amended them as necessary; and

WHEREAS, the Chief Operating Officer recommends that the City Council adopt the position descriptions attached hereto as Exhibit A; and


WHEREAS, the City Council deems it to be in the best interest of the City to adopt the position descriptions set forth in Exhibit A.

NOW, THEREFORE BE IT RESOLVED by the Council of the City of Seat Pleasant that the position descriptions attached hereto as Exhibit A shall be and are hereby approved.

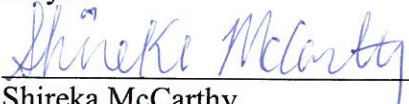
BE IT FURTHER RESOLVED by the Council of the City of Seat Pleasant, that the City Administrator is hereby authorized to take all actions necessary to implement the position descriptions set forth in Exhibit A on behalf of the City.

READ AND PASSED THIS 10th day of September 2018.

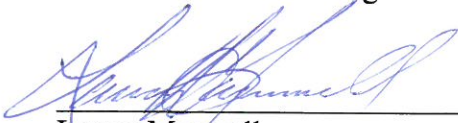
BY ORDER: We hereby certify that Resolution Number R-19-03 is true and correct and duly adopted by the Council of the City of Seat Pleasant, Maryland.



Eugene W. Grant
Mayor

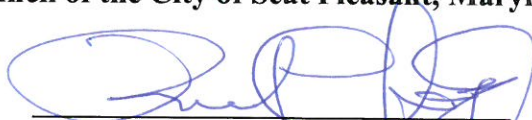


Shireka McCarthy
Councilmember-At-Large

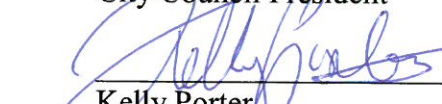


Lamar Maxwell,
Councilmember Ward I

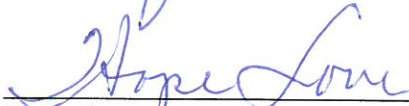
Charl Jones,
Councilmember Ward IV



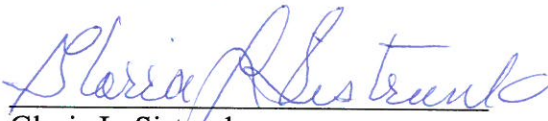
Reveral L. Yeargin
City Council President



Kelly Porter
Councilmember-At-Large

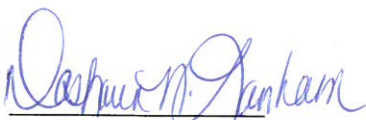


Hope Love,
Councilmember Ward II



Gloria L. Sistrunk,
Councilmember Ward V

Attest:



Dashaun N. Lanham, CMC
City Clerk



EVENTS & PROGRAMS COORDINATOR POSITION DESCRIPTION DEPARTMENT OF PUBLIC ENGAGEMENT

GENERAL STATEMENTS OF DUTIES

Responsible for the development, coordination and organization of all city related events and programs; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification coordinates and supervises the scheduling of all City related events and programs. The incumbent will plan meetings and events, develop agendas, document meetings as it relates to events and programs, assist with data collection, and produce new documents as deemed necessary. A high degree of human relations, organizational skills and business management capabilities are required. The Events & Programs Coordinator will work under the direction of the Public Engagement Director, but may be assigned duties in other participating departments as needed.

ESSENTIAL FUNCTIONS

Planning, organizing, and coordinating all City related events and programs.

EXAMPLES OF WORK

- Plan and coordinate all City programs, events, and conferences.
- Evaluates and selects providers of services according to customer requirements.
- Negotiates contracts with service providers and suppliers, such as hotels, convention centers, and speakers.
- Monitors event activities to ensure compliance with applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Inspects event facilities to ensure that they conform to City requirements
- Confers with staff at event site to coordinate briefing details
- Coordinates services for events, such as accommodations and transportation for participants, facilities, catering, signage, displays, special needs requirements, printing of event flyers, brochures, etc., and event security.
- Consults with customers to determine objectives and requirements for events such as meetings, conferences, and conventions.
- Meets with sponsors and organizing committees to plan, scope, develop briefing packages, and format of events, to establish and monitor budgets, or to review administrative procedures and event progress.
- Arranges the availability of audio-visual equipment, transportation, displays, and other event needs with the Department of Public Works and outside vendors.
- Plans and develops programs, agendas, budgets, and services according to customer requirements.

- Maintains records of events (Seat Pleasant Day, Maryland Municipal League Conference (MML), National League of City Conference (NLC), Trunk-or-Treat, etc.)
- Conducts post-event evaluations to determine how future events could be improved.
- Performs other duties as apparent or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Proven experience as an events planner or organizer; Impressive portfolio of previously managed events (weddings, meetings, parties, corporate events); Excellent time management and communication skills; Sales skills and ability to build productive business relationships; Ability to manage multiple projects independently; MS Office proficiency.

MINIMUM EDUCATION AND EXPERIENCE

- Education: Bachelor's degree
- At least 2-4 years of related experience in related areas; hotel management, hospitality management, etc.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, lifting, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.



PUBLIC ENGAGEMENT COORDINATOR POSITION DESCRIPTION DEPARTMENT OF PUBLIC ENGAGEMENT

GENERAL STATEMENT OF DUTIES

Performs professional and intermediate work in the coordination and management of the City's Director Public Engagement; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

Provides administrative support to the Public Engagement Department under the direct supervision of the Director of Public Engagement.

ESSENTIAL FUNCTIONS

Creating, planning, coordinating, managing, and implementing human services and community outreach programs and the; publicizing human services efforts and programs; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Maintains communications with citizens, community and religious organizations, and government agencies involved with public engagement.
- Performs notary services for the community.
- Participates in City events, workshops and trainings to promote public engagement programs and services.
- Coordinates meetings and conferences for the Department of Public Engagement.
- Collects and enters various data/information into database(s) related to department functions or activities; updates database(s) as needed.
- Prepares a wide variety of correspondences and reports, drafts memos/letters/emails.
- Generates purchase orders, to include but not limited to the following: preparing requisitions and invoices; requesting forms for vendors; coordinating orders; receiving and reconciling shipments with purchase orders; ordering and maintaining supplies; maintaining vendor files; coordinating equipment maintenance and repairs; and copying, sorting and filing information.
- Maintains inventory of department supplies.
- Oversees all aspects for the running of the market (individual tasks may be performed by volunteers) including but not limited to the following: preparing event site; facilitating vendor set-up as needed, resolves constituents complaints; log event attendees; assists with clean-up of events, and take care of other tasks necessary to return the event site to its normal operations.
- Communicates with City departments as necessary to manufacture a successful market.

- Submits various reports to the Public Engagement Director
- Monitors the Public Engagement department feedback cards to meet citizen needs.
- Attends meetings as requested for the department.
- Serves as a community representative of the City of Seat Pleasant and the Public Engagement Department; liaison between residents, community leaders and the programs and events.
- Conducts outreach efforts with City residents in order to promote engagement and inclusiveness within the community programs, events and services.
- Distributes program marketing and event and City sponsored materials through a combination of knocking on doors, talking to residents in their homes, and attending tenant association meetings, community meetings or events.
- Recruits and enrolls residents for City related events
- Develops and conduct surveys to build a strong understanding of community priorities.
- Develops strategies for creating an environment that encourages work and engagement in the community.
- Performs other duties as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of the principles and practices of citizen services and community and social service agencies; thorough knowledge of human relations and counseling; ability to establish and maintain effective working relationships with co-workers, subordinates, and citizens; comprehensive knowledge of government policies and procedures; enthusiastic advocate of local government and human services; diplomatic conflict resolution; ability to communicate complex ideas.

MINIMUM EDUCATION AND EXPEIENCE

Bachelor's Degree in Public Administration, Event Planning, Community Engagement or related field; supplemented by two (2) years of progressively knowledgeable and skilled experience in the operation of a personal computer with standard software applications and in office assistance and administrative support work; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Energetic work ethic requiring the exertion of up to 10-20 pounds of force occasionally and negligible amount of force frequently or constantly to move objects.
- Work requires climbing, stooping, reaching, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions

SPECIAL REQUIRMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.



MARKETING & COMMUNICATIONS SPECIALIST POSITION DESCRIPTION

DEPARTMENT OF PUBLIC ENGAGEMENT

GENERAL STATEMENT OF DUTIES

Performs professional and intermediate work in the coordination of marketing, branding, and communications as it relates to programs, events, and services offered by the Department of Public Engagement. Markets information to the public and media regarding departmental activities.

DISTINGUISHING FEATURES OF THE CLASS

The Marketing and Communication Specialist serves as the voice of the organization within the Public Engagement Department under the direct supervision of the Director of Public Engagement.

ESSENTIAL FUNCTIONS

Planning, researching, creating, coordinating, marketing, advertising, promoting and implementing public engagement programs and events; preparing and maintaining appropriate records and files.

EXAMPLES OF WORK

- Communicates and works across City departments to optimize the written and visual content on the City's website and newsletter and to maintain a successful image.
- Creates presentations, communicates and plan corporate communications materials, media releases, and provides event assistance.
- Maintains all marketing and promotional content through platforms such as all City social media, City website, newsletter, flyers, banners, brochures, etc.
- Facilitates vendor set-up as needed, helps to resolve any problems that occurs.
- Records all data driven content used to make facilitate decisions.
- Collects names, email addresses, physical addresses, and phone numbers for database development, social media content; handles inquiries from residents, vendors, surrounding communities, businesses, and government entities.
- Communicates and engages with residents in reference to common issues or concerns they may have to help further advance the objective of relaying information.
- Contributes to the success of live events, including programs, conferences, classes, and workshops, presentations, etc.
- Creates and controls market feedback and survey information to decipher citizen needs.

- Contributes to the development, implementation, and maintenance of the City branding content strategies by researching and writing posts, managing video shoots and newsletters, and building a compelling narrative across multiple social media platforms, etc.
- Test and executes new strategies to maximize the impact of the City's event launches and to increase the efficacy of promotional campaigns.
- Maintains and expands upon current relationships with residents, businesses, educators, investors, and government agencies.
- Leverages new and existing influencers and affiliates to build brand awareness.
- Performs other duties as apparent or assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of municipal policies and procedures; enthusiastic advocate of local government; diplomatic conflict resolution; ability to establish and maintain effective working relationships with co-workers, vendors, and citizens; ability to communicate complex ideas. Proficient with Social Media; exceptional written and verbal communication skills; highly motivated and able to multi-task; extremely organized and data-oriented; ability to manage multiple projects independently; MS Office proficiency. Photography experience a plus!

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's Degree in Marketing, Communication, Public Administration or related field; supplemented by two (2) years of progressively knowledgeable and skilled experience with standard software applications in office assistance and administrative support work; or any combination of education, training, and experience.

WORK CONDITIONS

- Energetic work requiring the exertion of up to 20 pounds of force occasionally and negligible amount of force frequently or constantly to move objects.
- Sedentary work requiring the exertion of creative and innovative ideas and strategies that exemplify engagement, empowerment and education through Smart City initiatives.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.



PROGRAMS ADMINISTRATOR POSITION DESCRIPTION DEPARTMENT OF ECONOMIC DEVELOPMENT

GENERAL STATEMENT OF DUTIES

Assists the Economic Development Director in the management and planning of a variety of Economic Development Projects.

DISTINGUISHING FEATURES OF THIS CLASS

As a contractual employee in this classification the Programs Administrator is primarily concerned with providing:

1. Technical expertise to ensure vendor compliance with contracts, plans, and agreed upon specifications for capital projects.
2. Time management skills when working directly under general direction of the Economic Development Director.
3. Leadership skills in interacting well with people involved in the City's projects on all different levels.

EXAMPLES OF WORK

- Perform fundamental and technical research for the Economic Development Director.
 - Plans, oversees and documents all aspects of such projects including but not limited to the following:
 - a. Housing Trust Fund
 - b. Smart Buy Program
 - c. Seat Pleasant Investment Corporation Entity
 - d. Seat Economic Development Corporation
 - e. United States Department of Agriculture Loan
 - Coordinates the work of contractors and other interested parties dealing with the City's new economic development projects.
 - Monitors closely the progress of work performed by contractors.
 - Assists with the analysis, defining of the project scope, writing of specifications of assigned capital projects.
 - Sets-up and holds meetings with contractors.
 - Assists the Economic Development Director in negotiating terms and conditions of contracts.
 - Reviews plans, specifications and construction cost estimates prepared by outside contractor, including review with various governmental levels as appropriate.
 - Participates in the bidding process for City projects which includes advertising for bid, evaluation, recommendations of award and issuing notice of award to contractors.
 - Monitors capital improvements construction activities such as change orders and pay estimates within scope of authority.
 - Develops schedule of capital improvement construction projects in relation to specific job tasks; ensures contractor compliance with established schedules accordingly.
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- Reviews and prepares records and reports on operations and project activities.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to use the Internet to communicate with contractors.
- Ability to deliver quality projects on time and within budgets. .
- Ability to communicate effectively both orally and in writing.
- Ability to present projects in a public forum.
- Ability to develop and manage project scheduling and budgets from inception to completion.
- Ability to assist the Economic Development Director in effectively conducting negotiations with current and perspective contractors.

MINIMUM EDUCATION AND EXPERIENCE

Bachelor's Degree from an accredited college or university with course work emphasis in Business Administration, or related field; two (2) to five (5) years of experience in the field of capital projects management; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions, noise, and hazards.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures. Possession of an appropriate valid driver's license



ASSISTANT TO CHIEF FINANCIAL OFFICER POSITION DESCRIPTION OFFICE OF THE CHIEF FINANCIAL OFFICER

GENERAL STATEMENTS OF DUTIES

Performs professional, technical, and supervisory accounting work of a highly responsible nature in the operation and direction of government financial accounting systems; provide direct administrative support to the Chief Financial Officer; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS

An employee in this classification exercises some degree of initiative and judgement in carrying out established City and departmental procedures; performs work under the general supervision of the Chief Financial Officer.

ESSENTIAL FUNCTIONS

Planning, organizing, and reviewing accounts payable, receivables, and other accounting functions; ensuring that all accounting regulations and procedures are followed; maintaining appropriate records and files; preparing financial and administrative reports to the Chief Financial Officer; process various City payments and answer customer inquiries at the Finance Window.

EXAMPLES OF WORK

- Oversees and reviews all disbursements involving accounts payable, receivable, payroll, and other City functions.
- Assists with preparing, reviewing, and verifying purchase orders, vendor invoices and related documentation, and confirms authorization; maintains purchases files and prepares registers as requested.
- Prints all vendor checks; mail payments to vendors; tracks and maintains all vendor payments
- Posts, verifies, and balances various accounts; gather, sort, and research records and files to provide factual data, and trace discrepancies to reconcile accounts.
- Maintains and tracks all Personal Property Taxes (PPT's) in accordance with The State Department of Assessments and Taxation.
- Maintains all files relating to accounts payable vendor checks
- Processes and manages cash receipts for all payments made at the Finance window.
- Reviews supporting documentation for accuracy.
- Oversees and participates in the preparation of a variety of financial records and reports.
- Identifies system errors and opportunities for better financial reporting.
- Researches relevant issues to identify potential tax implications, future revenue sources and savings implications, legal and financial compliance, and alternative methods to achieve goals.
- Assists other departments in researching their financial needs.

- Assists in the development of the annual budget by reviewing current and/or prior year transactions and impact of regional and national economic/financial factors.
- Assists independent auditors with the review of the City financial records.
- Develops and analyzes projections for internal and external sources.
- Participates in and supervises special projects when required.
- Acts as a liaison to external government agencies.
- Performs other duties as apparent or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of principles and practices of governmental accounting; comprehensive knowledge of the principles and practices of municipal purchasing procedures; thorough knowledge of the practices, methods, and laws relating to municipal financing; the ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records; ability to prepare informative financial reports; ability to plan, organize, direct, and evaluate the work of subordinates employees; ability to establish and maintain effective working relationships with vendors, associates, and the general public; and the ability to communicate complex ideas, both orally and in writing.

MINIMUM EDUCATION AND EXPERIENCE

- Bachelor's Degree in Accounting, Business Administration, Finance, or related field.
- Possession of a Certified Public Accountant (CPA) Certificate (preferred).
- Two (2) to five (5) years of professional accounting experience, the majority of which shall have been in a municipal government in a supervisory or managerial capacity over accounting functions; or any equivalent combination of education, training, and experience.

WORK CONDITIONS

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires reaching, lifting, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS

An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Seat Pleasant's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.